City of Rochester, NY Lovely A. Warren, Mayor

New York State Unified Solar Permit

Expedited Solar Permit Process for Small-Scale Photovoltaic Systems

Requirements for Application Submittal - STEP 1

For use in all New York State counties with the exception of Nassau County and Suffolk County.

The expedited solar permitting process uses a unified permit across municipalities in New York State.

A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be Issued pending proper completion of forms, submission of approved plans and approval by municipality. All applicants must submit:



2. One (1) set of plans that include:

- Site Plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
- One-Line or 3-Line Electrical Diagram. The electrical diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
- Specification Sheets for all manufactured components. If these sheets are available electronically, a web address will be accepted in place of an attachment, at the discretion of the municipality.
- All diagrams and plans must include the following: (a) Project address, section, block and lot number of the property;
 (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans; and (d) System capacity in kW-DC.

3. Unified Solar Permit for Small-Scale Photovoltaic Systems Application - STEP 3

4. Permit Fee Amount \$170.00

Permit Review and Inspection Timeline

Permit determinations will be issued within 14 days upon receipt of complete and accurate applications. The municipality will provide feedback within 7 days of receiving incomplete or inaccurate applications. If an inspection is required, a single inspection should be sufficient and will be provided within 7 days of inspection request.

Permits can be obtained in person at the City of Rochester Permit Office between the hours of 9:00 AM – 4:00 PM (Monday – Friday except Holidays)

OR

Applications and check made payable to the "City of Rochester Treasurer" can be mailed to:
City of Rochester Permit Office
City Hall, 30 Church Street, Room 121B
Rochester, New York 14614

Visit ny-sun.ny.gov for more information on the NY-Sun Initiative.

The NY-Sun Initiative, a dynamic public-private partnership, will drive growth of the solar industry and make solar technology more affordable for all New Yorkers.

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Eligibility Checklist – STEP 2

10 determin	ie ii you are engible for the expedited permitting	g process, answer the questions below.			
□Yes□No	1. Solar installation has a rated capacity of 12 kW	orless.			
□ Yes □ No	2. Solar installation is not subject to review by the Rochester Preservation Board.				
□Yes□No	3. Solar installation does not need a zoning variance.				
□ Yes □ No	 Solar installation is to be mounted on a permitted structure. If on a legal accessory structure, a diagn structure is attached. 	I roof structure of a building, or on a legal accessory ram showing existing electrical connection to			
□Yes□No	5. Solar installation is compliant with all applicable	electrical and building codes.			
□Yes□No	6. Solar installation is compliant with New York State Fire Code.				
□ Yes □ No	7. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the state.				
□ Yes □ No	8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.				
□Yes□No	9. The PV system and all components will be installed per the manufacturer 's specifications.				
□Yes□No	$10. The \textit{project will comply with adopted National Electrical Code} {}^{\otimes} \textit{requirements}.$				
□ Yes □ No	11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).				
□ Yes □ No	12. The system is to be mounted parallel to the roof surface, or tilted with no more than an 18 inch gap between the module frame and the roof surface.				
□ Yes □ No	13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.				
and must go to Questions 11 existing struct to all of the all	ed "No" to any of Questions 1-10, you are not eligible through the standard permitting process dictated by the 13, you must provide a letter from a Professional Engage ture can support the additional weight and wind loads bove questions, please sign below to affirm that all ansents to participate in this expedited process.	e municipality. If you answered "No" to any of jineer or Registered Architect certifying that the			
Property Owner's Signature		Date			
Solar Installation Contractor Signature		Date			

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Application – STEP 3

1. Property Owne	r:		
Property Owner's Nan	ne		-
Property Address			-
Section	Block	Lot Number	-
Phone Number			
2. Existing Use:			
☐ Single Family ☐	2-4 Family □ Commerc	ial □ Other	
3. Provide the tot	al system capacity rati	ing (sum of all panels)	
PV System:kW	/-DC		
4. Solar Installation	on Contractor:		
Business Name			-
Business Address			-
Contact Name		Phone Number	-
City of Rochester Ele	ctrical License Number (REC	QUIRED):	
5. What is the exi	isting roofing material?	•	
6. Provide metho	d and type of weatherp	proofing for roof penetrations (i.e., flashing, caulk).	_
	_	red product designed to mount PV modules? al attachment in a letter certified by a design professional.	

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continued >

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Application – STEP 3 (continued)

8. For manu	ıfactured mounting systems, pro	vide the following information about the mounting system:	
a. Mounting Sy	stem Manufacturer		
b. Product Nar	me and Model Number		
c. Total Weight of PV Modules and Rails		lbs.	
d. Total Number	er of Attachment Points	<u> </u>	
e. Weight per A	Attachment Point (c ÷ d)	lbs.	
	pacing Between Attachment Points on a Ramanual for maximum spacing allowed bas		
g. Total Surfac	e Area of PV Modules (square feet)	ft²	
h. Distributed Weight of PV Module on Roof (c \div g)		lbs./ft²	
9. Indicate	quantity, brand, make and model	of the:	
Inverter(s):			
Quantity	Make	Model	
Modules:			
Quantity	Make	Model	
-	pelow to affirm that all answers are cor this expedited process.	rect and that you have met all the conditions and requirements to	
Property Owner's Signature		Date	
Solar Installation Contractor Signature		 Date	

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